

POSITION DESCRIPTION

Position Title	Research Assistant		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	School of Psychology		
Nominated Supervisor	Professorial Fellow		
Higher Education Worker (HEW) Level	HEW 4	Campus/Location	St Patrick's (215 Spring Street, Melbourne)
CDF Achievement Level	1 All Staff	Work Area Position Code	10608678
Employment Type	Part-time; FTE 0.5	Date reviewed	May 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President

- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE SCHOOL OF PSYCHOLOGY

The School of Psychology has a strong emphasis on quality research and research training outcomes. The research activities of staff relate to three overlapping areas of strength: (i) cognition and applied cognitive neuroscience; (ii) developmental and educational psychology, and (iii) clinical and health psychology and the School has a number of leading researchers of international profile in these areas.

POSITION PURPOSE

The Healthy Brain Initiative focusses on research to better understand the health, lifestyle and socioeconomic factors which contribute to brain health across the lifespan, in order to inform preventive strategies towards a healthier Australia.

The Research Assistant will work with the Participant Coordinator and be primarily responsible for assisting with recruitment and in-clinic assessments including; cognitive testing, physical measures and mental health questionnaires. The incumbent may also be involved in other research activities including but not limited to data entry and data cleaning.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist with participant recruitment and in-clinic assessments: <ul style="list-style-type: none"> Assist in the coordination of participant appointments on site and off site. Assist in completing participant assessments as directed from the Participant Coordinator. Participant assessments will include neurocognitive testing, physical measures and health/wellbeing questionnaires. Respond to general research participant, client and staff enquiries, referring more complex matters to the nominated supervisor as appropriate 	<ul style="list-style-type: none"> Deliver stakeholder centric service Make informed decisions Collaborate effectively Communicate with impact 	✓			
Participant administration: <ul style="list-style-type: none"> Ensure participant files are up to date and comply with ethics protocols. Assist with data entry and cleaning as directed. 	<ul style="list-style-type: none"> Be responsible and accountable for achieving excellence 	✓			
Ethics and protocol compliance: <ul style="list-style-type: none"> Assist with the preparation of ethics applications and ensure ethical compliance in all activities, including reporting requirements. Report ethical breaches or adverse events to program leader and relevant committee for resolution and action. 	<ul style="list-style-type: none"> Know ACU work processes and systems Communicate with impact 	✓			
Other duties, commensurate with the level of this position, as requested by the Participant Coordinator or Healthy Brain Initiative Program Leader.	<ul style="list-style-type: none"> Be responsible and accountable for achieving excellence 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Appropriately reporting and following up participant results, including abnormal results.

- Maintaining participant targets and appointments.
- Ensure Occupational Health and Safety (OH&S) responsibilities are adhered to within the research work environment and report any adverse events.

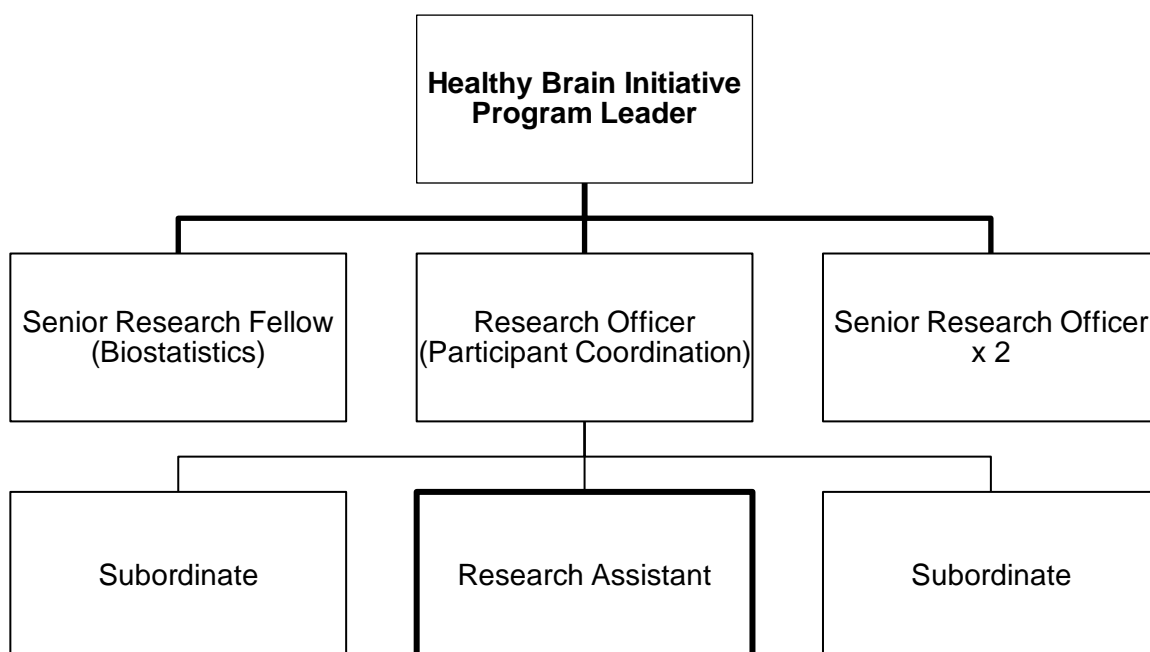
Decision Making / Authority to Act

- The position holder will use a specific body of knowledge and understanding of the work area's rules and procedures to assist participant recruitment and retention activities, with direction from the Participant Coordinator of the Healthy Brain Initiative.
- The position holder completes assigned tasks and responds to routine enquiries guided by procedures and guidelines in a timely manner to produce the best outcomes for the Health Brain Initiative research program, referring more complex matters to the nominated supervisor for resolution.

Communication / Working Relationships

- The position holder maintains clear and effective lines of communication within the Healthy Brain Initiative research team, and with a range of internal and external stakeholders, within the context of a research assistant.
- The position holder will utilise high level information processing and analytical skills, and high level written communication skills, to assist the Participant Coordinator in delivering high quality reports for the leader of the Healthy Brain Initiative.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a diploma level qualification with relevant work related experience supporting human clinical research, participant recruitment or assessments; or an equivalent combination of relevant experience and/or education/training in Health Sciences, Medicine, Psychology.
2.	Demonstrated experience with administration of neuropsychological tests.
3.	Demonstrated capabilities in Microsoft Office suite for managing information, entering data and producing documents and reports.
4.	Demonstrated ability to work independently and as part of a team, to achieve agreed goals within stipulated timeframes.
5.	Demonstrated understanding and ability to manage different research administration processes including human research ethics compliance, occupational health and safety compliance, and maintaining quality control across a range of research activities and programs simultaneously.
6.	Victorian Drivers License

Core Competencies (as per the [Capability Development Framework](#))

7.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
8.	High level planning and organisational skills, including the ability to prioritise tasks and manage competing demands.
9.	Demonstrated excellent written and verbal communication skills, including contributing to the production of high quality research publications.
10.	Demonstrated ability to work independently and as part of a team, to achieve agreed goals within stipulated timeframes.

Other attributes

11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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